

ADMINISTRATIVE - [REDACTED] ONLY

OTR-9302

23 November 1973

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Survey of OTR Libraries

1. First, we want to express our thanks for your assistance in surveying the OTR libraries and the very useful report you submitted. Several persons in OTR have read the report, including the members of the Library Committee. The Chief of the Plans and Development Staff asked the Committee to review and comment on your findings. Their conclusions are found in the report attached hereto.

2. Although I recognize that there are many good reasons to establish a position of "chief librarian" in OTR, I nevertheless endorse the Committee's view that such a position is not feasible within the circumstances presently confronting the Office. I will look to the Committee and the Plans and Development Staff for establishing improved procedures regarding acquisition control, selection policies and statistical record-keeping. We will proceed with plans to incorporate the Finished Intelligence Collection with the main OTR Library. The Foreign Affairs Branch Communism File, I wish to keep separate from the main library. The final disposition of the Operations Collection will await the outcome of a Committee study to see whether or not the Collection might be transferred to the [REDACTED] Center's library should not be merged with the main OTR Library. I agree with your finding that the Language Learning

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3. I agree with the Committee's conclusion that your report has proven "most valuable" and that continuing close consultation with CRS will be a guiding principle in our library work.

Alfonso Rodriguez
Director of Training

Att

cc: C/PDS/DTG
Mr. Shumate

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OTR/PDS/[REDACTED] kaj (23 Nov 73)